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FEB 18 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Travel Regulations


REFERENCE: Memo from SA/DD/A dtd. 7 Dec. 1953,
subject, Procedure Agreed Upon For
Preparation of Travel Regulations

1. Referenced memorandum confirmed the procedure for preparation and processing Agency travel regulations and the target date (28 Feb.) agreed upon by representatives of the Offices of the DD/A, Comptroller, Personnel and Logistics.
2. This Office has submitted all but one of the regulations it is responsible for developing to the Regulations Control Staff. The remaining regulation will be submitted by the end of this month.
3. To date, this Office has not received a draft of a travel regulation for even the initial review (as provided by 1b of above reference) from ~~either~~ the Office of the Comptroller, ~~or Personnel~~.
4. The Office of Personnel submitted drafts of their regulations to this office on 12 February 1954 for the Logistics Office first review. The Office of the Comptroller anticipates submission of their drafts to this office for the Logistics Office first review no later than the end of February. However, after the Logistics Office completes this first review of travel regulations developed by these offices, the following processing will be required:
 - a. Re-write to include Logistics Office comments.
 - b. Working level collaboration by these offices.
 - c. Re-write to include working level comments.
 - d. Final review by the Logistics Office.
 - e. Preparation of final draft and submission to Regulations Control Staff.

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5. In view of the above, and that the experience of this office has proven that the average time required for working level collaboration is approximately twenty-one (21) working days, the target date of 28 February 1954 cannot be met for submission of all travel regulations to the Regulations Control Staff.


JAMES A. GARRISON
Chief of Logistics

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